

THE WHITE HOUSE  
WASHINGTON

March 19, 1973

MEMORANDUM FOR: MEMBERS OF THE INTERAGENCY  
CLASSIFICATION REVIEW COMMITTEE

FROM: RICHARD C. TUFARO *RCJ*

SUBJECT: STUDY OF EXEMPTION AUTHORITY  
AND CLASSIFICATION GUIDES

There has been a request that the ICRC renew its discussion whether to recommend an amendment of Executive Order 11652 divorcing Top Secret classifying authority from authority to exempt from the General Declassification Schedule. Closely associated with this issue is the extent to which departments are utilizing classification guidelines to authorize individuals not designated in writing to mark documents "classified" and not having Top Secret authority to exempt from the GDS.

In order to constructively channel the ICRC's consideration of these matters, Committee members should prepare for circulation in advance of our next meeting background papers covering the following points:

1. Actual examples of difficulties and success in working within the present framework of the Executive Order, which links Top Secret and exemption authorities
2. The results of any statistical or sampling surveys on numbers of documents being exempted from the GDS, particularly Secret and Confidential documents so exempted
3. Estimates of the number of individuals required to be designated with exemption authority
4. Estimates of probable reductions in Top Secret classifying authorities

5. Suggestions for controls over authorized exempting officials
6. Use of classification guides (excluding Government contract work), including
  - (a) Who may authorize their use?
  - (b) Whom do they apply to (i. e., any employee, designated employee, etc.)?
  - (c) How are they controlled (i. e., copies to central repository)?
  - (d) Whose name is carried on the "classified by" line, the individual originating the document or the official authorizing the guide?
  - (e) Do the guides authorize exemption from GDS by persons not having Top Secret authority?
  - (f) How many classification guides are in existence?
  - (g) How often are they reviewed?

Background papers prepared on the above points should be submitted to this office by March 30. Wherever possible, copies of applicable regulations or examples of classification guides (non-defense industry related), etc., should be attached.